

## Archery – Risk Management Plan

<b>School:</b>	<b>Year Level:</b>
<b>Supervising teachers / staff:</b>	<b>Dates:</b>
<b>Program / Excursion:</b>	<b>Location:</b>

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Archery Risk Management Plan contains the Archery specific risks, control measures and gradings, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<b><i>Slip – Trip – Fall</i></b> Tripping or falling off or over barriers and boundary poles etc.	<ul style="list-style-type: none"> <li>Barriers (if erected) should only be used as a means of separating the shooters from the rest of the group, waiting participants should not be standing or walking on barriers</li> <li>Appropriate footwear must be worn at all times</li> <li>Participants are instructed to walk at all times when in the archery area</li> </ul>	Unlikely	Minor	Satisfactory
<b><i>Stabbing / Puncture</i></b> 1. When retrieving arrows	<ul style="list-style-type: none"> <li>During the briefing, participants are instructed in the correct manner to approach the target, collect the arrows and return the arrows to the shooting line</li> </ul>	Unlikely	Moderate	Satisfactory
2. Group member being shot	<ul style="list-style-type: none"> <li>All participants waiting / watching are located away from the archers</li> <li>Participants are instructed in the correct shooting technique and safety (face the target when loading arrows, only collect arrows when instructed)</li> <li>Vigilant supervision is maintained at all times</li> </ul>	Rare	Major	Satisfactory
3. Non group member being shot	<ul style="list-style-type: none"> <li>No other activities are to be conducted near the Archery areas</li> <li>Supervisor is to ensure participants stop firing if anyone approaches</li> </ul>	Rare	Major	Satisfactory
<b><i>Friction</i></b> Bruising on arm from string after the arrow had been fired	<ul style="list-style-type: none"> <li>Arm guards, long-sleeved clothing or both must be used by all participants</li> <li>Participants are instructed / coached in the correct shooting technique to minimize friction</li> </ul>	Possible	Minor	Satisfactory
<b><i>Equipment Failure</i></b> Injury caused by; Broken bow or bowstring	<ul style="list-style-type: none"> <li>Program staff are trained to recognise worn or faulty equipment</li> <li>Equipment is used, maintained, stored and replaced in accordance with recommended guidelines</li> <li>Regular equipment checks are completed and recorded by site program staff</li> </ul>	Unlikely	Moderate	Satisfactory
<b><i>Structure Failure</i></b> Injury caused by; Shelter or target stands damage	<ul style="list-style-type: none"> <li>Thorough periodic in-house maintenance checks are completed by trained program staff</li> <li>If the equipment structure is damaged or unsafe the area is not used until appropriate repairs have been completed</li> </ul>	Rare	Moderate	Satisfactory

### Risk Rating - Archery

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	5	10	15	20	25
	Likely	4	8 <ul style="list-style-type: none"> <li>• Slip-Trip-Fall (General)</li> <li>• People – participant ability</li> </ul>	12	16	20
	Possible	3	6 <ul style="list-style-type: none"> <li>• <b>Friction</b></li> <li>• Cutting / Scratching</li> <li>• Environmental Exposure 1</li> </ul>	9 <ul style="list-style-type: none"> <li>• People – Participant behaviour</li> </ul>	12 <ul style="list-style-type: none"> <li>• Environmental Hazard 1</li> <li>• People – Group leader</li> </ul>	15
	Unlikely	2	4 <ul style="list-style-type: none"> <li>• <b>Slip – Trip – Fall (Archery)</b></li> <li>• Striking</li> <li>• Environmental Hazard 2</li> </ul>	6 <ul style="list-style-type: none"> <li>• <b>Stabbing / Puncture 1</b></li> <li>• <b>Equipment Failure</b></li> <li>• Environmental Exposure 2</li> </ul>	8 <ul style="list-style-type: none"> <li>• Inappropriate use after hours</li> <li>• People – Instructor 1&amp;2</li> </ul>	10
	Rare	1	2	3 <ul style="list-style-type: none"> <li>• <b>Structure Failure</b></li> <li>• Environmental Exposure 3</li> </ul>	4 <ul style="list-style-type: none"> <li>• <b>Stabbing/Puncture 2 &amp; 3</b></li> </ul>	5 <ul style="list-style-type: none"> <li>• Environmental Exposure 4</li> </ul>

NB: All risks in **bold** are Archery specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

1-4 Low Risk – minimal monitoring and reporting	9-12 High Risk – close monitoring and reporting
5-8 Medium Risk – regular monitoring and reporting	13+ Extreme Risk – unacceptable, requires urgent attention